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6 October 1972

MEMORANDUM FOR: Special Assistant for Information Control
SUBJECT : Records Program Personnel Rosters

1. Attached are copies of "Analysis of Records Program Personnel" rosters containing detailed information on personnel by Directorate. The specific information you requested is on the letter-size paper (5 columns), the legal size paper contains a more comprehensive look at those people involved in records. A spread sheet by Directorate is also attached which gives the breakdown of people and funds spent on records. Total of employees by Directorate and their prorated annual salary spent on records is at the bottom of the letter-size data sheet.

2. Now as to your original question: "What is the average salary of Records Officers in our system" and "What is the gross costing for Records Officers in attendance at the Records Conference"?

a. The first question is easy to answer if you include RAB and Records Center personnel along with all the other personnel involved in records. However, it is difficult for me to determine who are the RMO's and RO's and who are not. Perhaps the total of my spread sheet divided by the number of personnel is closer to the figure that you want to use. I can compute it any way you desire.

b. The second question can only be determined after we find out who will be attending the conference. What about all the people not on our "records roster", i.e., [REDACTED] etc., shouldn't part of their salary be included?

3. The spread sheet is the most current, comprehensive list of personnel involved in the Agency's Records Program at this time. However, some of the data may already be outdated because of transfers [REDACTED], retirements, and pay changes. Of course, there may be some people involved in Records Management we know nothing about.

4. I believe what is attached provides a reasonably good base as a start. Please advise if you need more data on our people.

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Attachments

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